

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the first level of supervisory line positions of the police department, the primary duties of which include the performance of law enforcement duties, and the supervision of lower ranking personnel in the performance of law enforcement duties, including patrol; traffic control and traffic accident investigation; criminal investigation; juvenile operations; special tactical operations; and jail operations. Police Sergeants are given specific work instructions by superior officers on new assignments and perform routine tasks with only general supervision. Employees of this class report to and have work reviewed by a Police Lieutenant. This class ranks directly below that of Police Lieutenant.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises subordinate police department employees on an assigned shift. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates, and explains policies and procedures. Holds meetings with subordinates for the purpose of receiving reports and giving out information, or discussing work problems. Evaluates the work of subordinates and writes employee evaluation reports.

Supervises police officers assigned to general patrol duties. Patrols assigned area in a squad car or on foot to prevent crime and protect lives and property. Stops and questions individuals who appear to be acting suspiciously. Performs basic frisk and search, and makes arrests of suspects.

Supervises police officers engaged in traffic control and traffic accident investigation. Enforces traffic laws and ordinances, and conducts traffic accident investigations.

Participates in the investigation of crimes against person and property. Searches for, identifies, collects, labels and preserves evidence. Secures and executes arrest or search warrants, interrogates suspects, and testifies in court.

Provides for crowd control at athletic events, parades, or other

such events where large groups are assembled. Controls unlawful or disorderly assemblies. Supervises Police Officers assigned to such related operations.

Supervises jail operations and personnel assigned to the jail facility. Supervises booking procedures; including searching, and the confiscation, itemization, and recording of personal property of persons taken into custody. Obtains medical treatment for prisoners, and maintains jail security.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Police Officer for a period of at least one (1) year immediately preceding the application deadline.

HR	12-04-67
Rev	01-20-69
	11-23-71
	10-05-76
	09-13-88
	05-24-94
	02-01-01
	11-19-07